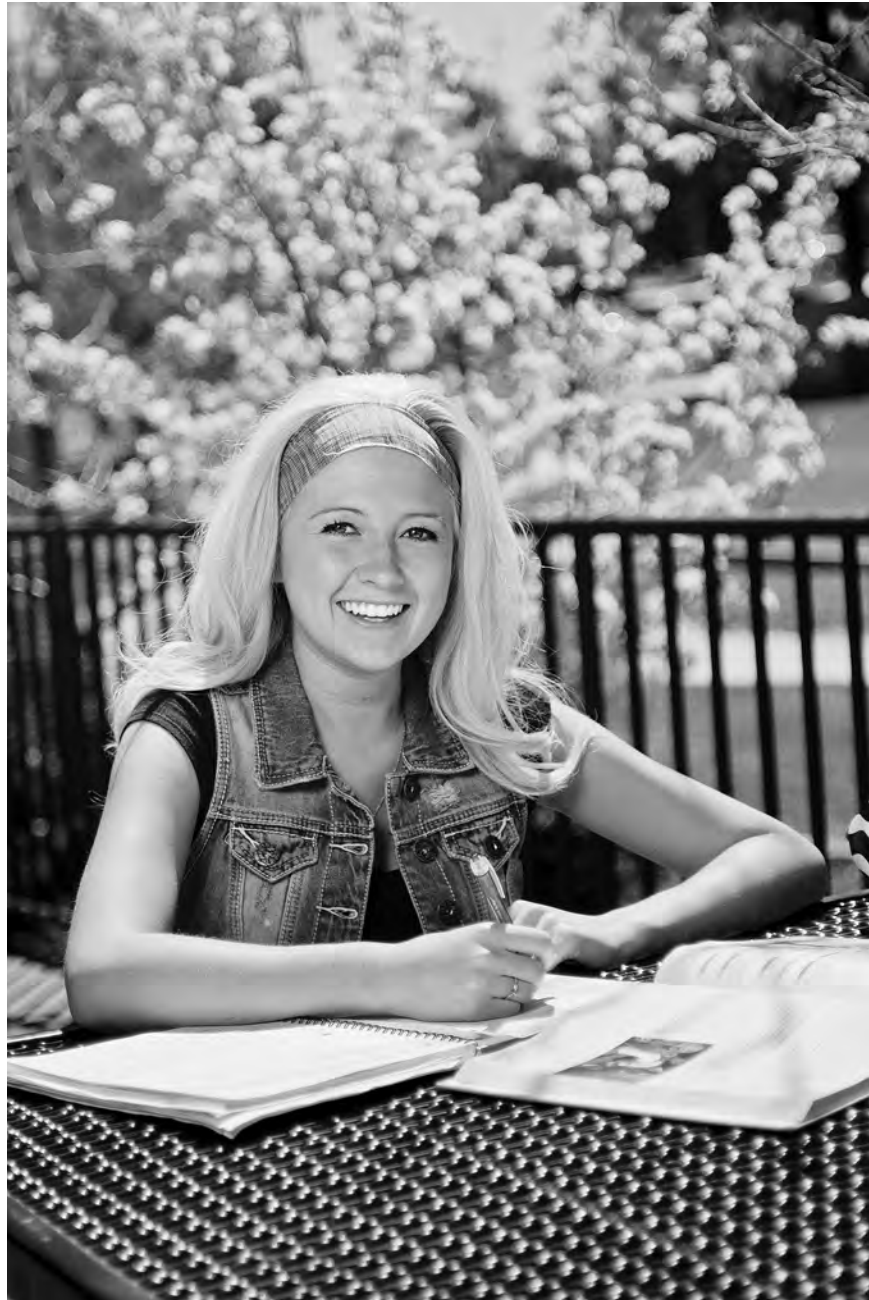


# Admission Information

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Lindsey Earl works on her assignments outdoors on a beautiful spring day.

# Admission

## Welcome to NPC!

Prospective students must complete an *Admissions Application* to take courses at Northland Pioneer College, but the student only needs to submit the form once. *Admissions Applications* are available at each NPC campus or center location, online at [www.npc.edu](http://www.npc.edu) or by contacting the Records and Registration Office. Northland Pioneer College welcomes all individuals to apply for admission. Inquiries regarding admission should be directed to any campus/center office or the Records and Registration Office, Painted Desert Campus Tawa Center, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 7459.

### Admission Classification

Any person meeting one of the following criteria may be granted admission to NPC:

#### Admission of Regular Students

1. Graduate of a high school that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency.
2. Recipient of a high school certificate of equivalency (GED).
3. 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Transfer student in good standing from another college or university.

#### Admission of Students Under 18 Years of Age

1. Any applicant who is under age 18 and has achieved the following test score:
  - a. SAT (Scholastic Aptitude Test) composite (verbal and math) score of 930; or
  - b. ACT (American College Test) composite score of 22; or
  - c. Satisfactory college placement, per *Placement Handbook* guidelines; or
  - d. A passing score on the relevant portions of the high school AZ Merit test.
2. No student under age 18 with a satisfactory SAT or ACT score shall be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school.

3. High school students who have not taken the ACT or SAT may enroll in NPC classes with the permission of college officials. High school students are subject to the course entry requirements in the *Northland Pioneer College Catalog*.
4. Applicants only enrolling in Career and Technical Education courses are exempt from providing the required scores listed in 1 (a), (b), (c), or (d).

### Admission of Students in Special Status

Applicants who are younger than high school age will only be admitted under the provisions set forth in the section Admission of Students Under 18 Years of Age, number 1, paragraph (a), (b), (c), or (d), or by special permission of the Vice President for Learning and Student Services.

No applicant is automatically guaranteed admission to a specific degree program or to all courses offered by NPC. NPC may limit the number of semester credit hours in which a student may enroll.

Federal and Arizona laws, and the policies of the Navajo County Community College District Governing Board govern admission.

## Residency Requirements

### United States Residency Verification

Pursuant to compliance with Arizona law, NPC must verify the U.S. residency status of all students. The verification process must be completed at time of registration and may involve student documentation of residency status. The most commonly used documents to verify U.S. residency are:

- Current valid Arizona Motor Vehicle Department Driver's License/Instruction Permit/ID card (issued October 1, 1996 or later).
- Driver's license issued in another state, territory or possession of the U.S., except per Arizona law for the following states that do not verify lawful presence in the U.S.: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah and Washington.
- Confirmation of citizenship through the Free Application for Federal Student Aid (FAFSA) process.
- BIA or tribal ID card, certificate of birth or certificate of Indian blood.
- Birth certificate showing birth in the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island or the Northern

Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.

If a student cannot or will not verify their U.S. residency status, they will be charged out-of-state tuition and denied access to all state funds.

**Note:** Although some documents may instruct the holder not to photocopy them, the USCIS has advised the Department of Education that these documents and others may be photocopied if done for lawful purposes, such as documenting citizenship for the purpose of determining eligibility.

**Students registering for noncredit classes will not be required to submit residency verification.**

For other acceptable documents or the latest information on the U.S. residency verification process at NPC, please visit the NPC Records and Registration Office Web page at [www.npc.edu/residency-proof](http://www.npc.edu/residency-proof).

## In-State Residency Requirements

### Classification of Students for Tuition Purposes

Students that have not established residency in Arizona by residing here for at least one year, will be charged out-of-state resident rates. Students that would like to be considered for in-state tuition, may choose to fill out the *Domicile Affidavit*. Please be aware that in order to approve or deny a domicile, the Records and Registration Office may require and request additional documentation to prove residency. A student must file a *Domicile Affidavit* every semester if there is an in-state residency question.

### Arizona Revised Statute: §15-1801

#### Definitions

In this article, unless the context otherwise requires:

1. “Armed forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.
2. “Continuous attendance” means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or any other intersession beyond the normal academic year in order to maintain continuous attendance.
3. “Domicile” means a person’s true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.
4. “Emancipated person” means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
5. “Parent” means a person’s father or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

### Arizona Revised Statute: §15-1802

#### In-state Student Status

- A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
  1. The domicile of the person’s parent is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
  2. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of such an employee.
  3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time noncertified classroom aide at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
  4. The person's spouse has established domicile in this state for at least one year and has demonstrated

## A.R.S. §15-1802 *Continued*

intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

- C. The domicile of an unemancipated person is that of the person's parent.
- D. Any unemancipated person who remains in this state when the person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which the person is currently enrolled, as long as the person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona Board of Regents. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
- F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
- G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
  - 1. Registration to vote in this state.
  - 2. An Arizona driver license.
  - 3. Arizona motor vehicle registration.
  - 4. Employment history in Arizona.
  - 5. Transfer of major banking services to Arizona.
  - 6. Change of permanent address on all pertinent records.
  - 7. Other materials of whatever kind or source relevant to domicile or residency status.
- H. A person who, while using educational assistance under 38 United States Code chapter 30 or 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three (3) years after the veteran's discharge from active duty service of ninety (90) or more days or within three (3) years after the service member's death in the line of duty following a period of active duty service of ninety (90) or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:
  - 1. Registration to vote in this state.
  - 2. An Arizona driver license.
  - 3. Arizona motor vehicle registration.
  - 4. Employment history in Arizona.
  - 5. Transfer of major banking services to Arizona.
  - 6. Change of permanent address on all pertinent records.
  - 7. Other materials of whatever kind or source relevant to domicile or residency status.
- I. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in this state and extends into

another state and who is a resident of the reservation is entitled to classification as an in-state student.

- J. A person who has participated in the AmeriCorps program or the Volunteers in Service to America program for at least one year in this state is entitled to classification as an in-state student.

## Admission Requirements

### New Students

All students must be admitted to Northland Pioneer College to enroll in courses at the college. Admission is made by fully completing all the required information on an *NPC Admissions Application*. All applicants will be issued an official letter confirming their admission to NPC. The acceptance letter will contain very important information about decisions and deadlines, and the student must comply with these deadlines.

All new students must submit their high school transcript with a graduation date or GED test scores for placement and financial aid purposes. New students who have transferred from another college need to submit **official** transcripts from their prior college.

### Former and Continuing Students

Students should only be admitted once to Northland Pioneer College. All former and continuing students, however, should fully complete the biographical information on the *Registration Form*. Fully completing this form will ensure that the college has a student's most recent personal and contact information.

### Transfer Students

Degree-seeking transfer students should submit **official** copies of all previous college transcripts to the Records and Registration Office. Evaluated credits will aid advisement prior to enrolling in classes at NPC.

### International Students

Currently, Northland Pioneer College cannot admit international students. We are working with federal agencies to re-evaluate the admission process. If federal approval is received, NPC will consider admission applications from international students. Contact the Recruiting and Admissions Office at (800) 266-7845, ext. 6271 for the current status.

International students interested in attending Northland Pioneer College should request an International Student Admission Application packet from the Recruiting and Admissions Office.

International students must meet college admission standards and certify other requirements before

registering. International students should apply for admission to NPC at least 90 days prior to the beginning of the term they wish to attend. For questions concerning student rights and obligations, contact the United States Department of Citizenship and Immigration Services. The Citizenship and Immigration Services website is [uscis.gov](http://uscis.gov).

Northland Pioneer College does not serve as legal adviser or representative in lieu of the United States Department of Citizenship and Immigration Services, and cannot be responsible for addressing requests for advice concerning government policy or government policy interpretation. Questions governing visa application and Citizenship and Immigration Services requirements are to be directed to the appropriate governing entity.

### Students with Disabilities

Students requiring accommodations may contact the Disability Resource and Access Coordinator, White Mountain Campus, Northland Pioneer College, P.O. Box 610, Holbrook, AZ, 86025, or by calling (800) 266-7845, ext. 6178. (See page 31.)

### Acceptance

Prior to the registration period, a *Letter of Admission* can be sent upon completion of an *Enrollment and Admission Verification Request Form*. Admission may be denied or revoked and registration canceled if it appears that a student's attendance would not be mutually beneficial to the student and NPC.

### Incoming Credit Acceptance Policy

#### Regionally Accredited Institutions

College credits earned at regionally accredited institutions of higher learning are accepted. Credits are not awarded for sectarian courses. Transfer credits are posted to the Northland Pioneer College transcript after an official evaluation is made of each transcript received by the Records and Registration Office. The transfer credits will **NOT** be applied toward the NPC Grade-Point Average (GPA). Credits and degrees over eight years of age (except when program accreditation agencies limit the life of the course work to less than eight years) are subject to review prior to acceptance toward prerequisites and/or degree requirements in some program areas.

Students must earn credits in residency at NPC to complete any degree or certificate program. For more information, see *Degree and Certification Graduation Requirements*, page 57.

## Incoming Acceptance Policy continued

In most cases, transfer credit will be awarded for each course level 100 or above in which the student received a grade of 'C' or higher.

### Other Credit Sources

Students may receive credit through a variety of other means than regionally accredited institution transferred coursework. The institution to which a student transfers may treat acceptance of such credits upon transfer differently. Details on the district policy for granting such credit is given in this catalog under the heading

Alternative Education Services, subheading Alternative Learning, page 28 of this catalog.

NPC can also evaluate your prior learning certified through military, industry, business or trade school training programs to assess if this education is applicable toward an NPC degree program.

For more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

**Note:** Additional fees may apply for credit by evaluation. Ask your academic adviser for details.

# COLLEGE BOUND

## SCHOLARSHIP

FOR HIGH SCHOOL JUNIORS AND SENIORS



**7** AGE CREDITS  
PER SEMESTER

**TUITION FREE!**

- ▶ Open to all high school and home school students in Navajo & Apache counties (*must be AZ resident and at least 14 years of age*)
- ▶ Must have at least a 3.0 grade point average or meet required placement test scores
- ▶ Scholarship covers up to 7 general education (AGEC) credits per semester with a total award cap of 28 credits per student. (*see application form for complete list*)
- ▶ Students must pay any placement test costs, course fees, media fee and book costs
- ▶ Applicants are required to take a placement test(s) before enrolling in NPC classes
- ▶ Scholarship is available in the fall and spring NPC semesters\*
- ▶ Funds are limited and awarded on a first come, first serve basis

### TO APPLY:

1. Students should contact their **high school guidance counselor** or home school instructor and have them print out, **complete** and **sign** the scholarship application form available at [www.npc.edu/CollegeBound](http://www.npc.edu/CollegeBound).
2. Student should then bring the completed application form to any **NPC location** and meet with an **NPC academic adviser** who will help you complete the application process.

### APPLICATION DEADLINES:

- ▶ For spring 2018 semester - **Friday, January 12, 2018** (Late start courses - Day before class starts)
- ▶ For summer 2018 semester - **Friday, June 1, 2018**
- ▶ For fall 2017 semester - **Friday, August 18, 2017**

\* Summer availability is contingent upon remaining scholarship dollars. Students must submit an application form every semester.

\*\* Placement scores: Submit high school transcript, or see NPC Academic Adviser.



**Northland Pioneer College**  
EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

# Registration Information

## Registration Dates

Dates for registration are published in the *Academic Calendar*, both online ([www.npc.edu/academic-calendar](http://www.npc.edu/academic-calendar)) and on page 25 of this catalog. Please note that early registration is encouraged for students and that courses lacking sufficient enrollment may be canceled.

In addition to campus and center registration, returning students may register online at <https://mynpc.npc.edu/ics>. Students cannot register online if class prerequisites have not been met or the student's account has been placed on "hold." Academic advisers are available to assist students in planning their program of study.

All college tuition and fees must be paid by the dates listed at [www.npc.edu/payment-due-dates](http://www.npc.edu/payment-due-dates). A student is not officially registered until all applicable tuition and fees are paid or payment arrangements have been made. A student who has a delinquent account with the college will not be allowed to register until all prior school obligations are met.

## Placement Testing

NPC is dedicated to student success. To ensure that students select courses appropriate for their skill level, many students are required to participate in the course placement process. The following conditions define who must take part in the placement process:

- Students enrolling in courses with placement prerequisites who have not previously taken a placement test. Courses that require placement testing include all mathematics, English, and general education courses, as well as some program-specific courses, such as ATO courses, NAT 101 and EMT 132 or EMT 244.
- Students pursuing an NPC associate degree of any type, a Certificate of Applied Science of any type, or the Arizona General Education Curriculum (AGEC).

There are three avenues for placement into NPC courses:

- **Avenue 1** – For high school or charter school students and recent graduates or students with some college.
  - ◊ High school transcript with GPA of 2.6 or above (within 5 years) **AND** for Math courses refer to adviser for placement.
  - ◊ **And/Or** college transcript with GPA of 2.0 or above in applicable general education or developmental education courses (within 5 years).
  - ◊ **And/Or** ACT/SAT scores (within 5 years)

- **Avenue 2** – For students with a recent accredited High School Equivalency transcript.
  - ◊ Completed GED® transcript dated after 1/1/14
- **Avenue 3** – For students who do not meet above criteria or who are applying to programs that require standardized reading and math competency scores.
  - ◊ Use ACCUPLACER computerized test (within 5 years)

Students may be exempt from the placement process if they meet one of the following criteria:

- Students providing proof of an accredited associates degree or higher, unless the degree includes no college-level mathematics.
- Students providing ACCUPLACER placement scores less than five years old from another institution.
- Students providing official transcripts listing a grade of “C” or better for College Composition I (reading/writing requirement) and/or college-level mathematics (mathematics requirement).
- Students providing ACT or SAT scores that meet NPC placement minimum standards.
- Students taking courses for “Audit” grade only. The Audit grade exemption applies only to courses with a placement prerequisite. Course prerequisites may not be waived by this exemption.

General guidelines for the placement process are as follows:

1. Students should contact the campus or center academic adviser to begin the placement process. NPC uses the ACCUPLACER computer-based placement test as its primary placement tool. If technical difficulties prevent the use of the ACCUPLACER test, students will need to schedule a time to return and complete the ACCUPLACER test;
2. A complete battery of ACCUPLACER assessments typically takes three hours. Depending upon the ACCUPLACER results, some students may need additional placement testing in one or more areas;
3. At the conclusion of the ACCUPLACER test, the academic adviser will meet with the student to discuss the placement results;
4. Students needing placement testing pay a \$20 annual fee. This fee allows up to three tests within the academic year, August 1, 2017 – July 31, 2018.
5. Placement test scores, whether from NPC or another institution, are effective for a maximum of five years. If more than five years have elapsed since the testing date, the student must re-test before enrolling in a class.

# Registration Information

## Placement Testing continued

Placement results will be used to make initial placement for students in mathematics and English courses. Depending upon their placement results, some students may need to enroll in College and Career Preparation (CCP) courses to develop the skills needed to succeed in college-level courses.

Placement results are also used to determine eligibility for general education courses. Depending upon their placement results, some students wishing to take general education courses may need to co-enroll in a pertinent CCP course.

Certain program-specific courses, such as NAT 101 and EMT 132 or 244, also have required placement minimums. Please contact your academic adviser for more information regarding required placement scores for NPC courses.

Placement testing is available at all campuses and centers during advising office hours. Consult with the campus or center academic adviser to schedule a placement session. Students are strongly encouraged to complete testing prior to the registration period. Early placement testing gives students the opportunity to retest if needed and gives the academic adviser more time to discuss placement results with the student. Placement testing may be done during registration. Testing is typically available during registration hours, though students should plan to start testing no later than two hours prior to the end of the registration day.



SOAR sessions introduce all new NPC students to the college's programs and services. First-time NPC students and returning or transfer students with 12 or fewer credit hours are required to attend a SOAR session. Students taking only noncredit and online POS NPC classes are exempt.

SOAR programs are designed to address student questions and concerns about NPC registration, services and educational planning. SOAR sessions are provided at no cost to students.

Orientation sessions are scheduled at various times at each campus and center during the fall and spring semester registration periods through the second week of classes. To register for a SOAR session, contact your campus/center office or the NPC Records & Registration Office. A complete listing of the SOAR session locations and times can be found at [www.npc.edu/SOAR](http://www.npc.edu/SOAR).

**Note:** Students who do not complete a SOAR session during their first semester at NPC (or returning students with 12 or fewer credit hours) will be blocked from registering for any more classes until they have completed an orientation session.

Your academic adviser can answer questions about SOAR.

## Proof of Computer Competency

NPC has implemented a program to improve student learning in Internet-based classes. Prior to enrollment in Internet sections (POS 221 & 222 are exempt) students must either demonstrate or develop basic computer skills necessary for online learning.

Students who feel confident about their abilities can demonstrate this by completing an opt-out test, available at [eresource.npc.edu/distance/ICT/TestOut/testout.html](http://eresource.npc.edu/distance/ICT/TestOut/testout.html). Those who have trouble successfully completing the test, or want to brush up their skills, must enroll in *Skills for Online Learning – ICT 095*, a half-credit, tuition-free course consisting of four hours of face-to-face contact and four hours of online work.

The online competency testing requirement is explained at [eresource.npc.edu/distance/ICT/Requirement/](http://eresource.npc.edu/distance/ICT/Requirement/). Questions concerning the opt-out test and ICT 095 should be directed to the ICT team at [ICT@npc.edu](mailto:ICT@npc.edu).

## Load Classification

### Full-Time Student

A student enrolled for 12 or more credits per semester is considered full-time. Students planning to graduate with an associate degree in two years must enroll in, at least, 16 credits per semester.

### Part-Time Student

A student enrolled for fewer than 12 credits per semester:

- $\frac{3}{4}$  time: 9 to 11.9 credit hour load
- $\frac{1}{2}$  time: 6 to 8.9 credit hour load
- Less than  $\frac{1}{2}$  time: 5.9 or fewer credit hour load

### Excess Course Load

Students may not carry course loads greater than 18.75 credits a semester without special permission from the college. Students wishing to carry course loads of 19 to 23.75 credits must have attained at least a "B" average in the previous semester while completing a minimum of 12 credits in that semester. Students wishing to carry 24 or more



## Registration Information

credits must send a written request to the Vice President for Learning and Student Services, who has the sole authority to approve or deny the request.

This restriction does not apply to special contract programs or other concentrated or extended training programs in which the course structure and load requirements are prescribed in advance and worked out for student and client benefit. Admission to these special programs will constitute prior approval.

### Excess Course Load for Summer Sessions

For summer sessions, the maximum course load is 12 credit hours, without receiving authorization from the Vice President for Learning and Student Services, who has the sole authority to approve or deny the request.

## Short-term Credit, and Noncredit Classes

Various classes are offered on a short-term schedule. Some are targeted to specific student populations.

The Community Learning Department is responsible for offering avocational classes and workshops and short-term workshops, seminars or classes as noncredit opportunities. Dates are published in special booklets, in news releases to the public and on their web page, [www.npc.edu/noncredit-classes](http://www.npc.edu/noncredit-classes). Registration can take place online, during regular registration periods or anytime prior to the start of the classes. You should register at least three (3) days prior to the start of the class to ensure it is not canceled due to insufficient enrollment.

Contact your local campus or center or Community and Corporate Learning, (800) 266-7845, ext. 6244 for more information about short-term or noncredit courses.

The Corporate Learning Department and the Small Business Development Center offer specialized training for the needs of the business and industry sector. (see page 7)

## Course Changes

If after completing your class registration you want to change to another section (you must officially drop the old section), add another course, or drop a class, you must complete a *Course Change Form*, which is available at all campus or center offices, from academic advisers or the Records and Registration Office. NPC highly recommends you see an academic adviser to ensure your educational goals are met. A Late Registration fee may be charged.

### Adding a Course

Anytime a course you wish to add is full, you will need both the instructor's and dean's approval to add the class.

**Fall and Spring Semesters:** From the first day through the end of the first week of regular classes, students do **not** need permission to add open courses. Anytime during the second week of classes, students need the instructor's signature to add an open course to their schedule. To add an open course on or after the third week of classes, signatures are required from both the instructor and the dean.

**Eight-Week and Summer Sessions:** To add a course on the second day of class, an instructor's signature is required. On the third day of class, both instructor and dean permission is required. A Late Registration Fee may apply.

### Dropping a Course

When dropping a course after the first week of Fall or Spring semesters, instructor permission and a Last Day of Attendance (LDA) are required. For all short-term classes, including eight-week blocks and Summer sessions, instructor permission and a LDA are required after the first week of class. See "Last Day to withdraw without 'W' on Transcript" on the "Academic Calendar" on page 25. For refund information, refer to page 23.

### Withdrawing from a Course

Before withdrawing from class, you should speak with your instructor. If you feel overwhelmed by class work, don't wait until you fall too far behind and there are fewer options available. NPC staff members want you to succeed and will work with you to arrange tutoring or other assistance.

To avoid having a "W" (withdraw) on your transcript, you need to complete the withdrawal process BEFORE the Withdrawal Deadline, usually the second week of the semester, or the first week of an eight-week or summer session. It is the STUDENT'S RESPONSIBILITY TO OFFICIALLY WITHDRAW FROM CLASS IF THEY ARE NO LONGER ATTENDING CLASS. Not doing so may result in getting a failing grade for the class. Your Last Date of Attendance (LDA) must be noted on your withdrawal form. An NPC academic adviser can help you through this process.

# Registration Information

## Updating Contact Information

It is very important for students to maintain current contact information while enrolled at NPC. Your contact information is used by NPC to send important student information, such as registration information, refund checks, billing statements, financial aid information, transcripts, faculty communication, mid-term grading, campus/center closures and emergency communication.

NPC requires students to update their address and telephone number at any local campus or center within ten (10) business days of moving. It is the student's responsibility to provide NPC with the most up-to-date contact information. If the student fails to keep their contact information current, the college has no responsibility for any issues resulting from lack of communication.

Students can also update their address and telephone number on <https://MyNPC.npc.edu.ics> from the Personal Info options. Use the Biographical Info feature to verify and update your postal address and telephone information. Updates submitted are not immediate. Changes will be reviewed through the Records and Registration Office and will appear online within a few days.

# Tuition, Fees and Payments

All fees are approved and subject to change by the Navajo County Community College District Governing Board.

A form of personal identification (ID), such as an Arizona Driver's License, Arizona ID card, check guarantee card or military ID card is required when paying by personal check.

## Tuition

Textbooks are not included in tuition. Tuition rates are set annually by the Navajo County Community College District Governing Board.

	2017 – 18 Base Rate
In-State	\$72/credit
Non-Resident	\$345/credit
2017 Summer Session	50% of the Base Tuition Rate
CCP Classes	50% of the Base Tuition Rate
Senior Citizens	50% of the Base Tuition Rate
WICHE	150% of the Base Tuition Rate

### In-State Resident Base Tuition

The base tuition rate charged to students meeting the qualifications of an Arizona resident (*see Residency Requirements, page 12*) and supplying verification of United States residency.

### Non-resident Base Tuition

Students who do not qualify as an Arizona or United States resident for tuition purposes are assessed the Non-Resident base tuition rate:

### Apache County

Fees for Apache County are determined by intergovernmental agreement and may vary.

### New Mexico Residents

Out-of-state tuition and fees are waived for New Mexico residents taking one or more credit hours via a reciprocal agreement with the New Mexico Commission of Higher Education. Application for tuition waivers must be submitted to the Records and Registration Office during registration for the student to qualify for in-state base tuition. Waivers are limited. Reapplication is required each semester.

### Summer Session

Tuition for Summer classes will be 50 percent of the base Fall or Spring session tuition rate. **Only one discount can be applied.**

### College and Career Preparation (CCP) Classes

Adult Basic Education (ABE) classes offered through College and Career Preparation (CCP) will be charged 50 percent of the base tuition rate. **Only one discount can be applied.**

### Senior Citizens

Students 60 years of age and older, who are Arizona residents, may qualify for a reduced tuition rate at 50 percent of the base tuition rate. This reduced tuition rate may not be combined with any other tuition reductions available in a given semester. All other fees will be assessed at the full rate for seniors. The tuition reduction is **NOT** applicable for enrollment in noncredit seminars, classes or programs.

To qualify, a student must meet the appropriate age qualification by the dates listed prior to enrolling:

**June 1** for Summer session enrollment.

**January 1** for Spring semester enrollment.

**August 1** for Fall semester enrollment.

# Tuition, Fees and Payments

## WICHE/WUE

Students enrolling under the Western Interstate Commission for Higher Education (WICHE) Western Undergraduate Exchange (WUE) are charged 150 percent of In-State Base Resident Tuition.

## Late Registration Fee

Students registering for classes on or after the first day of the semester (August 21 for Fall 2017; January 16 for Spring 2018; June 4 for Summer 2018) will be charged a \$25 Late Registration Fee, which is non-refundable.

### Overview

A \$25.00 late registration fee is charged to all students who register on or after the first day of the semester. Short term classes will also have a late fee assessed according to the start date. For more information, see our website: [www.npc.edu/admissions/tuition-fees/late-registration-fee](http://www.npc.edu/admissions/tuition-fees/late-registration-fee).

### Exceptions

There are a few exceptions in which the late registration fee will not be applied. Students who meet the following criteria will not be assessed a late registration fee during any point of the semester:

1. Registering only for ECD, COS or POS courses.
2. Registering only for noncredit courses.
3. Registration(s) is to replace a canceled class.
4. Registration if the student is exchanging one previous course registration for another.
5. Registering only for dual enrollment courses.

### Petition to Waive Late Registration Fee

Northland Pioneer College's Director of Enrollment Services reserves the right to extend the registration period or waive the late registration fee if circumstances reasonably beyond the student's control caused the student to be unable to finalize their schedule. All waiver requests must be timely and not more than 10 business days after the start of a semester. Documentation to support the student's claim is required.

### Procedure

1. The *Petition to Waive Late Registration Fee* is completed by the student.
2. The form will include (but is not limited to) an explanation for the request and the name of the person requesting the waiver as well as the student's name and identification number.
3. Waivers may be issued when:
  - a. The late registration was the result of an institutional error or;
  - b. A student was actively engaged in Military Service, Firefighting, Law Enforcement, or other similar

## Estimated Student Costs

The Financial Aid Office develops estimated budgets for students attending NPC. Based on the projected figures, a full-time student (enrolled in 12+ credits per semester) living off-campus would need to budget the following amounts for the regular fall/spring academic year:

Tuition.....	\$1,728
Fees .....	\$490
Books & Supplies.....	\$1,400
Off-campus Housing & Meals .....	\$8,076
Personal/miscellaneous.....	\$3,490
Transportation.....	\$2,010
<b>Total.....</b>	<b>\$17,194</b>

Students living with parents, are from out-of-state, or who need other budget information may contact the Financial Aid Office at (800) 266-7845, ext. 7318.

- c. public service duties during the registration period and such duties precluded registration; or
- c. An unusual circumstance beyond the control of the student caused the student to be unable to finalize registration before the first day of class. (Additional Documentation should be provided, i.e. supporting documentation of the circumstance, etc.)
4. The completed *Petition to Waive Late Registration Fee* form will be turned in at the campus/center front office and sent to the Records and Registration Office.
5. Director of Enrollment Services will review the petition and accompanying documents. A decision will be made to approve or deny the student's petition based upon the facts presented.
6. If approved, the Business Office will waive the late registration fee by crediting the petitioning student's account.
7. The approval form and related documents will be filed in Business Office. A copy will be kept in the Records Office and a copy will be sent to the student.

## Media Fee

All students enrolling in 3 or more credits are assessed a \$45 per semester **Media Fee**.

This fee is used to help offset the cost of media services that are available to ALL NPC students such as computers, audio and video equipment, electronic library resources and Internet. Please note this is a general fee and additional fees may apply to specific courses offered at NPC.

*\*Summer will be charged as one semester even if more than one session is offered.*

# Tuition, Fees and Payments

## Instructional Course Fees

Some classes have an additional charge, shown in the course listings as FEES, to cover special supplies, materials or equipment used for instruction. The typical fee is \$10 to \$35. Other courses require special insurance, national exams, materials, private instruction or travel expenses. A full list of all course fees is available online at [www.npc.edu/2017-18\\_general\\_fees](http://www.npc.edu/2017-18_general_fees). Students may still be responsible for providing other supplies or tools.

All fees are reviewed annually and set by the Navajo County Community College District Governing Board.

## Special Fees

Late Registration Fee.....	\$25
Replacement Diploma or Certificate.....	\$15
Transcript (Unofficial) available Free on MyNPC	
Transcript Online Order (each) .....	\$10
Transcript Online On Demand (each).....	\$15
Transcript Paper Order (each).....	\$15
Transcript Paper Order On Demand (each) .....	\$20
Transcript Priority Delivery (each) .....	\$20 *
Not Sufficient Funds (NSF) Check Collection** .....	\$25
Replacement "Money Card" .....	(Active <u>or</u> Inactive) \$10
Nursing Program Admission Test (HESI).....	\$44
ACCUPLACER Testing (with two Retests).....	\$20
Credit by Exam.....	50% In-State Tuition
Credit by Evaluation*** .....	50% In-State Tuition
Credit by Evaluation Fee (non-refundable) .....	\$15
Student ID Replacement Fee .....	\$5
Microsoft Office Testing (MOS) .....	\$50

\* Plus current USPS Priority Shipping Rate

\*\* NSF checks may be turned over to the Navajo County Attorney for prosecution. State law prescribes a punishment including: \$2,500 fine and a six-month imprisonment.

\*\*\* Evaluation of Learning Certificates from business, industry, government and non-regionally accredited institutions without waiver agreement. No charge for evaluation of military training.

**NOTE:** NPC works closely with local agencies and industries in tailoring training projects to meet local needs. For these special and unique programs, there may be special instructional fees assessed.

## Student Payments

Student payments, third-party payments and/or scholarships will be applied first to amounts owed the college.

### Student Responsibilities for Debt

The tuition and fees charged for the course(s) for which a student registers represent a valid educational debt that the

student owes to Navajo County Community College District, doing business as Northland Pioneer College (NPC).

The student agrees to pay any amounts remaining unpaid after the application of financial aid, third-party payments, and/or scholarships. Return of financial aid awards and/or scholarships resulting from the student's withdrawal from one or more courses also represent a valid educational debt the student owes to NPC and agrees to pay.

### Non-Payment

A student who fails to pay his or her outstanding obligations to the college may be denied future enrollment until the account is settled in full. **Transcripts and grades will not be released until all financial obligations to the college have been met.**

### Collection Fees

Should action be necessary to collect a delinquent account, the student agrees to pay the collection fees, attorney fees and court costs incurred for collection. The student also understands that information regarding a delinquency may be disclosed to credit bureaus and may affect his or her credit rating.

**REGISTRATION FOR FUTURE CLASSES WILL NOT BE ALLOWED UNTIL ALL PRIOR FINANCIAL OBLIGATIONS ARE MET.**

Northland Pioneer College may charge a collection fee to any student having a delinquent account. The collection fee will equal NPC's cost of collection, which is 23 percent of the balance owed and collected in the first year of collection and 28.5 percent of the balance owed and collected in the second year of collection. The fees were effective as of July 1, 2013 and apply to student accounts placed with a collection agent after the Fall 2013 semester.

Students who provide Northland Pioneer College with their cell phone number are agreeing that NPC or its agents may contact them at the current or any future number provided using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

The student's signature on the Registration Form represents understanding and agreement to all of NPC's payment and collection fee terms.

### Payment Plan

All college tuition and fees must be paid by the dates listed online at [www.npc.edu/payment-due-dates](http://www.npc.edu/payment-due-dates). Students may take advantage of the e-Cashier Payment Plan online via the NPC website. A fee or down payment may be required.

## Refunds

NPC processes student financial aid and other student refunds on a weekly basis during the semesters.

### Financial Aid Refunds

A student's financial aid refund is paid through BankMobile, using the option selected in the Refund Selection Kit you received when you applied for financial aid at NPC.

### Other Refunds

All other student refunds are paid by check through NPC. Refunds to students of amounts paid by check will not be processed until the student's check has cleared the bank.

### Tuition and Fees

College refund policies vary based on the type of course for which a refund is requested. Course refund policies for courses are as follows and online at [www.npc.edu/tuition-refund-policy](http://www.npc.edu/tuition-refund-policy):

#### Regular Semester Course

Tuition and fees are 100 percent refundable prior to the first day of the semester; 50 percent during the first and second weeks of the semester. No refunds after the end of the second week of the semester.

#### Eight-Week and Summer Sessions

100 percent prior to the first day of the session; 50 percent through first week of the session. No refund after first week.

#### Short Term (less than eight weeks)

100 percent prior to the first class; 50 percent through the second class. No refund after second class session.

#### One and Two-Day Workshops

100 percent prior to first day of classes; 50 percent first day of two-day workshop of classes. No refunds on or after second day of two-day workshop. No refunds on or after first day of one-day workshop.

#### Internet Refund

To receive a 100 percent refund for an online course, a student must cancel his or her class participation **within one week** of registration and **not** have initiated any online course work. A 50 percent refund is provided if a student cancels his or her class participation **within two weeks** of registration and has **not** initiated any online course work.

#### Media Fee Refund

Students enrolled in three or more credits, who have been charged the Media Fee and who subsequently drop credits and fall below a three credit total for a given semester will have the Media Fee refunded, **provided they qualify for a tuition**

**refund under the normal college refund process or receive an exception to the refund process from the Vice President for Learning and Student Services.**

### Course Change Refund

NPC strives to be fair in the processing of Course Change Forms to determine possible tuition and fees refunds. If a student registers in a course he or she no longer wishes to take, or the schedule changes after the student has enrolled in a course, Student Services must determine if a 100 percent or 50 percent tuition and fee refund is warranted to students dropping a class within the first two weeks of the semester.

A 100 percent refund is given only under certain circumstances – such as when the college must change an initial course schedule. Therefore, students should be aware that the amount refunded varies. Refund cases will be reviewed on an individual basis. Students dropping a course from their class schedule after the first two weeks of the semester will be held responsible for full payment of tuition and fees.

### Cancellations

A student whose class(es) are canceled by the college will receive a full refund of all tuition and fees for the canceled class(es).

### Exception Refunds

Students who wish to request an exception to the regular refund policy may do so in writing by completing an *Exception Refund Request* form. Approval must be obtained from the Vice President for Learning and Student Services, or designee, for one of the following reasons:

1. Serious illness or injury of the student, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The student *must* submit documentation prior to the end of the semester for which they are requesting the refund.
2. Death of a student or an immediate family member, if the request is made prior to the end of the semester in which the death occurs. The student or the student's survivor must provide death certificate or newspaper obituary notice and proof of relationship (birth certificate, marriage license).
3. Military service of a student in the Armed Forces or Arizona National Guard who is called to active duty and assigned to a duty station, verified by a copy of the orders, will be allowed to withdraw and receive a 100 percent refund of tuition, provided courses have not been completed.
4. Requests for refund due to an institutional error will be evaluated on a case-by-case basis.

# Tuition, Fees and Payments

## Exception Refunds *Continued*

Any refund that may be due to a student will first be applied to any outstanding debts owed to the college. If a student received federal financial aid, grants or scholarships, funds will be returned to the applicable federal financial aid program/grantor(s).

**Examples of ineligible requests include:** academic issues, financial issues, transportation issues, child care issues, course too easy, course too difficult, time conflict, faculty member conflict, never attending.

All decisions made by the college are final.

## BankMobile refund options

NPC processes student financial aid refunds through the BankMobile system. Students have the option of receiving these refunds through several options, including a BankMobile VIBE checking account, by direct deposit into their existing bank account or by check. Students who chose to receive their refund via BankMobile VIBE are establishing a bank account through BankMobile, a division of Customer Bank.

Questions? Call the Business Office, (800) 266-7845, ext. 7480. For more information about your refund options, visit [www.npc.edu/npc-refunds](http://www.npc.edu/npc-refunds).

## ★ Merit™ Honors, Awards & Recognition



**Highlighting Your Student Achievements!**

<http://npc.meritpages.com>

### Sometimes it's OK to brag!

NPC is recognizing and celebrating student accomplishments through Merit! **Merit pages** allow NPC to publicize **your** achievements, such as making the president's or dean's list, earning a certificate or degree, participating in a club or event and more! Merit pages assist NPC in sending press releases about a student's accomplishments to their hometown newspaper, as well as publish these news stories on the web.

### How does Merit work?

When NPC creates a story about student accomplishments, an online profile page is created for the students involved and he/she receives a notification in their **college email** with a link to view his/her story. An NPC badge (*pictured above*) signifying the achievement is added to the student's **Merit page**. Students can use their **free Merit page** and social media, such as *Facebook* and *Twitter*, to share their achievements with friends and family! You can even add your own badges to your Merit page to highlight your activities and jobs!

### Your positive online identity!

**You work hard for your accomplishments so share them!** Your Merit page is a place that recognizes your achievements and creates a positive, professional online persona of your college experience. Employers often research job applicants online and your **NPC Merit page** makes it easy to showcase your accomplishments.

Find out more about NPC Merit pages at [www.npc.edu/Merit](http://www.npc.edu/Merit).



# Academic Calendar

For updates, [www.npc.edu/2017-18\\_academic\\_calendar](http://www.npc.edu/2017-18_academic_calendar). For **Financial Aid** dates, see the **Calendar** on page 32.

## Fall Semester 2017

Veterans Priority Registration Day.....	April 17
Fall Registration Begins.....	April 24
No registration.....	May 17, July 31 and August 1
Cosmetology & most NAVIT classes begin .....	July 31
College Professional Development Day/Convocation (No Classes).....	August 14
Classes canceled for insufficient enrollment .....	August 17
Last day to register online for regular semester classes.....	August 20
Last day to request 100% refund for regular semester classes.....	August 20
Fall Semester classes begin .....	August 21
Late Registration Fee applies on or after .....	August 21
Students <b>must</b> get instructor permission to register for or drop classes* (LDA required).....	August 28
Last day for students to withdraw from classes without a "W" on transcript .....	September 1
Last day to request 50% refund for regular semester classes.....	September 1
Labor Day (College Closed/No Classes).....	September 4
Dean and instructor approval required for course adds .....	September 5
Last day to file for December graduation.....	October 3
Veterans Day (College Closed/No Classes)	November 10
Thanksgiving Recess.....	November 23 - 24 (College Closed/No Classes)
Last day of Fall Semester .....	December 8
Students' Winter Break .....	December 11 - January 15
Winter Break (College Closed/No Classes) .....	December 25 - 27, 29 & January 1
College will be open	December 28

## Spring Semester 2018

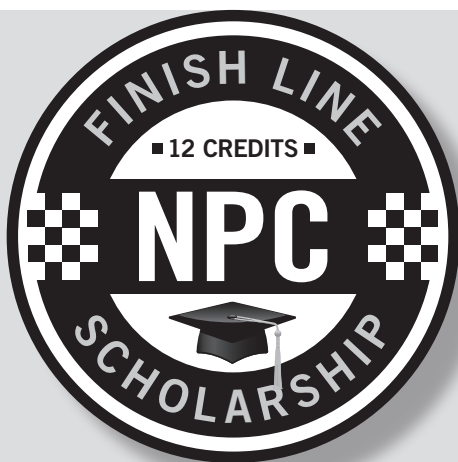
Veterans Priority Registration Day.....	November 20
Spring registration begins.....	November 27
No registration.....	December 18 & 19
Winter Break (College Closed/No Classes) .....	December 25 - 27, 29 & January 1
College will be open	December 28
College Professional Development Day/Convocation (No Classes).....	January 8
Cosmetology & most NAVIT classes begin .....	January 9
Classes canceled for insufficient enrollment .....	January 11
Last day to register online for regular semester classes.....	January 15
Last day to request 100% refund for regular semester classes.....	January 15

Martin Luther King, Jr. Civil Rights Day.....	January 15 (College Closed/No Classes)
Spring Semester classes begin.....	January 16
Late Registration Fee applies on or after .....	January 16
Students <b>must</b> get instructor permission to register for or drop classes* (LDA required).....	January 23
Last day for students to withdraw from classes without a "W" on transcript .....	January 29
Last day to request 50% refund for regular semester classes.....	January 29
Dean and instructor approval required for course adds .....	January 30
Presidents' Day ( <b>College OPEN</b> ) .....	February 19
Last day to file for May graduation and participate in ceremony.....	February 20
Spring Break.....	March 12 - 16 (Most College Offices Closed/No Classes)
Fall 2018 Registration Opens.....	April 23
Last day of Spring Semester.....	May 12
44th Annual Commencement Ceremony.....	May 12

## Summer Sessions 2018

Veterans Priority Registration Day.....	March 19
Summer registration begins.....	March 26
No registration.....	May 16
Memorial Day (College Closed/No Classes) .....	May 28
Classes canceled for insufficient enrollment .....	May 31
Last day to register online for regular summer classes.....	June 3
Last day to request 100% refund for summer classes.....	June 3
Summer Session begins.....	June 4
Late Registration Fee applies on or after .....	June 4
Students <b>must</b> get instructor permission to add classes .....	June 5
Dean and instructor approval required for course adds .....	June 6
Students <b>must</b> get instructor permission to drop classes* (LDA required) .....	June 8
Last day to request 50% refund for summer classes.....	June 8
Last day for students to withdraw from classes without a "W" on transcript .....	June 8
Last day to file for Summer Graduation.....	July 3
Independence Day (College Closed/No Classes)....	July 4
Last day of Summer Session.....	July 27

\* Includes Internet courses, but excludes "Open Entry/Exit" and noncredit courses. Drops require Last Date of Attendance (LDA).



# Earn your last 12 credits of a degree tuition FREE!

Funds are limited so apply today.

## THIS IS A SCHOLARSHIP

- Finish Line Scholarship covers the last 12 credits required for a degree. Repeat courses are not covered.
- Credits covered by this scholarship must meet associate degree completion requirements. Scholarship does not cover certificates.
- This scholarship is a tuition waiver, not a cash award. Does not cover books or fees, only tuition.
- Scholarship covers one academic year. Students who need longer to complete their last 12 credits can file a petition for continuation of this scholarship with the NPC financial aid office.
- Student must be an Arizona resident.

## HOW TO APPLY

- Student must FIRST meet with an NPC academic adviser to see if they qualify.
- Student must complete the NPC financial aid process including the FAFSA as well as the Finish Line Scholarship application. Application is available online at [www.npc.edu/FinishLine](http://www.npc.edu/FinishLine).
- Student must have an up-to-date degree AUDIT attached to their Finish Line application. Degree audits are available through an NPC academic adviser.
- Recipients to be selected by the NPC award committee.

## APPLICATION DEADLINE

Fall Semester: June 1st

Spring Semester: November 15th

